



Completing a New Hire Enrollment Overview

This Job Aid provides a walkthrough of the steps an Agency BA must complete to submit a new hire benefit enrollment on behalf of the employee through the On-Demand Event Maintenance Page. employee submits a benefit enrollment form to the BA with all the information necessary to complete the process.

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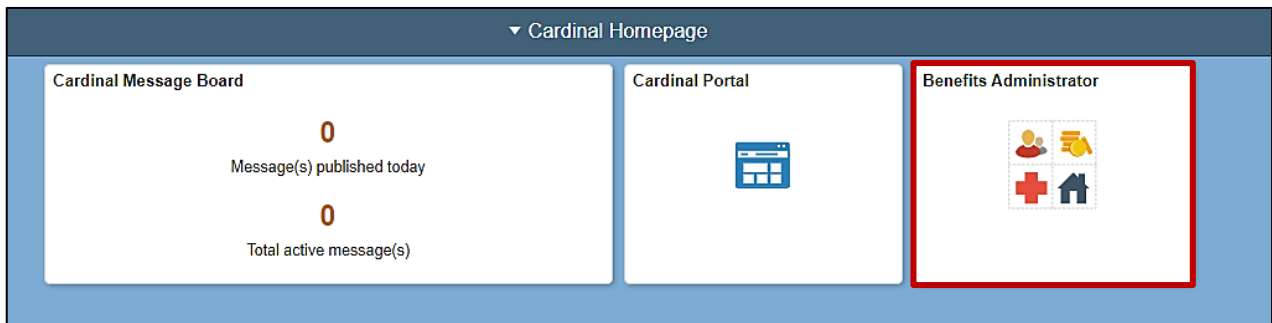
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New Hire Benefit Enrollment

For this job aid, the Agency BA will be completing the benefit enrollment elections for a new hire employee.

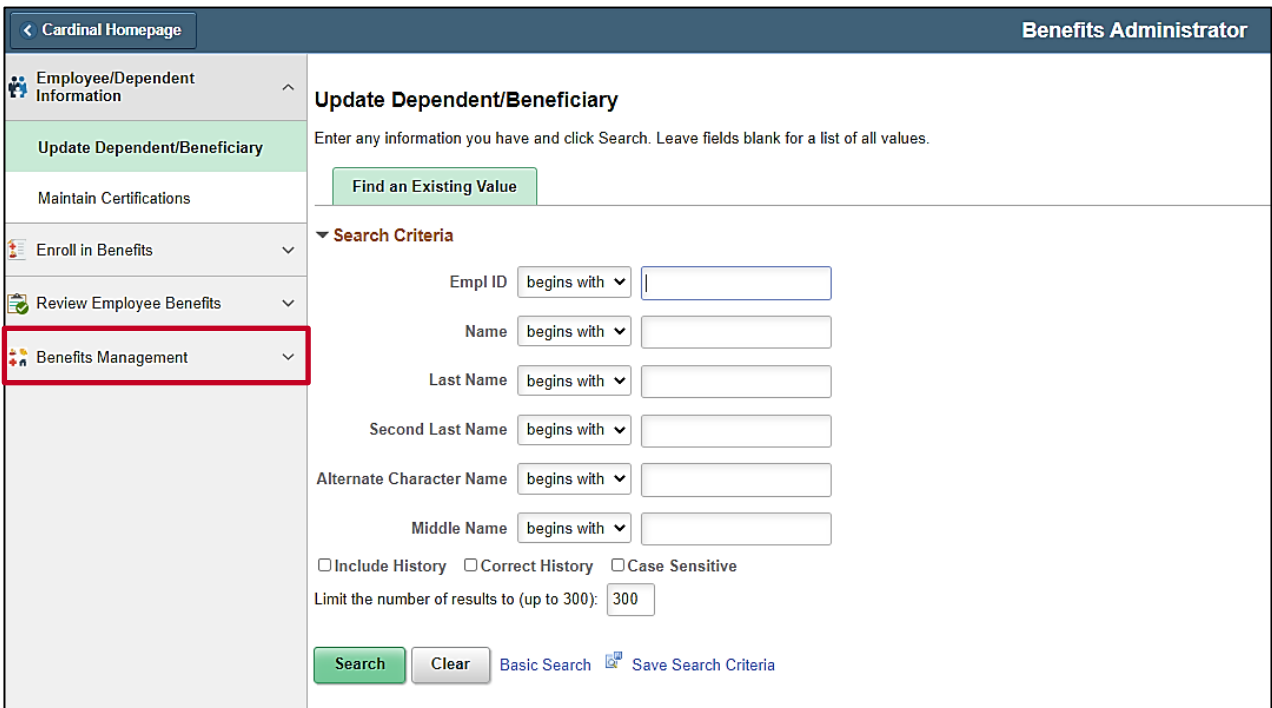
1. Navigate to the **Cardinal Homepage**.

The **Cardinal Homepage** displays.



2. Click on the **Benefits Administrator** tile on the Cardinal Homepage.

The **Update Dependent/Beneficiary** page displays.





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3. Click the **Benefits Management** list item on the left-hand side of the screen.

The **Benefits Management** drop down menu displays.

< Cardinal Homepage Benefits Administrator

Update Dependent/Beneficiary
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Empl ID begins with

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

4. Click the **On-Demand Event Maintenance** button.

The **On-Demand Event Maintenance** page displays.

< Cardinal Homepage Benefits Administrator

On-Demand Event Maintenance
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)



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- Enter the **Empl ID** in the search box.
- Click the **Search** button.

The **On-Demand Event Maintenance** page displays with the employee's information.

The screenshot shows the 'On-Demand Event Maintenance' page for Mickey Knight. The page includes a sidebar with navigation options like 'Employee/Dependent Information', 'Enroll in Benefits', and 'On-Demand Event Maintenance'. The main content area displays employee information (Person ID, Ben Record), activity details (Activity Date, Source, Job Data Change, Empl Record), and various action buttons such as 'Schedule/Prepare Activity', 'Show Activities' (highlighted with a red box), 'Event Status Update', 'Election Entry', 'Validate/Finalize', 'Confirmation Statement', 'Reprocess', 'Save', 'Return to Search', and 'Notify'. There are also fields for Event ID, Event Date, Status, Class, Event Status, Run Date, and Frequency (Deduction Frequency, Annual Frequency).

- Click on the **Show Activities** button.

The **Show Activities** page pop up displays.

The screenshot shows the 'Show Activities' pop-up window. It displays a table titled 'BAS Activity' with columns: Select, Empl Record, Action Source, Event Date, Event Effseq, BAS Action, and COBRA Action. The table contains one row with the following data: Select (checked checkbox), Empl Record (0), Action Source (Job Data Change), Event Date (11/01/2020), Event Effseq (0), BAS Action (HIR), and COBRA Action (empty). Below the table are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box.

- Confirm that the job data change event for the HIR action is checked in the **BAS Activity** table.
- Click **OK**.



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The **On-Demand Event Maintenance** page returns.

Benefits Administrator

On-Demand Event Maintenance

Mickey Knight Person ID [redacted] Ben Record 0

Activity Date 11/01/2020 Source Job Data Change Empl Record 0

Schedule/Prepare Activity Pending Activities 1 **Show Activities** Action HIR

Event ID 0 Event Date Status Class **Event Status Update**

Prepare Options

Enrollment Statement Run Date

Frequency

☒ Deduction Frequency ☐ Annual Frequency

Election Entry Entered 0 of 0 **Show Plans**

Validate/Finalize Errors 0 **Show Errors** ☐ Finalize/Apply Defaults

Confirmation Statement Run Date

Reprocess Process Indicator N Normal Processing

Save **Return to Search** **Notify**

- Click on the **Schedule/Prepare Activity** button to initiate the automated programming process that schedules and prepares pending activity. If the Schedule/Prepare Activity button is already greyed out. Proceed to step 11.

The **On-Demand Event Maintenance** page refreshes.

Benefits Administrator

On-Demand Event Maintenance

Mickey Knight Person ID [redacted] Ben Record 0

Activity Date Source Empl Record 0

Schedule/Prepare Activity Pending Activities 0 **Show Activities** Action

Event ID 1 Event Date 11/01/2020 Status Prepared Class HIR **Event Status Update**

Prepare Options

Enrollment Statement Run Date

Frequency

☒ Deduction Frequency ☐ Annual Frequency

Election Entry Entered 0 of 5 **Show Plans**

Validate/Finalize Errors 0 **Show Errors** ☐ Finalize/Apply Defaults

Confirmation Statement Run Date

Reprocess Process Indicator N **Q** Normal Processing

Save **Return to Search** **Notify**



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11. Click the **Election Entry** button.

The **Election Entry** page displays.

BenAdmin Data Entry

Event / Participant Selection | **Option Election** | Dependents / Beneficiaries

Sched ID EM00 Empl ID [REDACTED] Mickey Knight Ben Record 0 Event ID 1
Event Data 11/01/2020 Initial Enrollment Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options 1 of 5

Plan Type 10 : Medical

Option Code [REDACTED]

Health Provider ID [REDACTED] ☐ Previously Seen [Special Requirements](#)

Dependents/Beneficiaries

Enroll All

Dependents/Beneficiaries

*ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag	
[REDACTED]			[REDACTED]	<input type="checkbox"/>		<input type="checkbox"/>	-

Plan Type 23 : Imputed Life

Option Code [REDACTED]

12. Click on the magnifying glass next to **Option Code** under **Plan Type 10: Medical**.



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The **Medical Benefit Plan Elections Look Up** pop up displays.

Look Up Option Code

Cancel Help

Search Results

View 100 1-49 of 49

Option Code	Option Type	Benefit Plan	Coverage Code
1	Option	CHA	1
10	Option	CHA2	2
11	Option	CHA2	3
12	Option	CHA2	4
13	Option	CHD	1
14	Option	CHD	2
15	Option	CHD	3
16	Option	CHD	4
17	Option	CHD1	1
18	Option	CHD1	2
19	Option	CHD1	3
2	Option	CHA	2
20	Option	CHD1	4
25	Option	ACC0	1
26	Option	ACC0	2
27	Option	ACC0	3
28	Option	ACC0	4

13. Select the Benefit Plan and Coverage Code indicated on the enrollment form submitted by the employee. For this scenario, we will select a Benefit Plan with **Coverage Code 4**, for Family coverage.

Note: The coverage codes are: 1 – Single Coverage, 2 – Employee + Spouse, 3 – Employee + Child, and 4 – Employee + 2 or More Dependents (Family).



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The **Election Entry** page returns.

BenAdmin Data Entry

Event / Participant Selection | **Option Election** | **Dependents / Beneficiaries**

Sched ID EM00 Empl ID Mickey Knight Ben Record 0 Event ID 1
Event Data 11/01/2020 Initial Enrollment Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options ? 1 of 5

Plan Type 10 : Medical

Option Code 16 COVA High Ded Plan + PrevDen (CHD) (Family)

Health Provider ID ☐ Previously Seen

Special Requirements

Dependents/Beneficiaries

Enroll All

Dependents/Beneficiaries

ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
<input type="text"/>			<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>

14. Click on the **Dependent/Beneficiaries** tab.

The **Dependent/Beneficiary** page displays.

BenAdmin Data Entry

Event / Participant Selection | **Option Election** | **Dependents / Beneficiaries**

Schedule ID EM00 Employee ID Mickey Knight
Event ID 1 Event Data 11/01/2020 Initial Enrollment
Benefit Record 0 Excess Credit Rollover To Forfeit Excess Credits

Dependent/Beneficiaries Currently on Record

Name	Relationship to Employee	Dependent Beneficiary Type	Date of Birth

[Change/Add Dependent Data](#)

Elections Requiring Supplemental Information

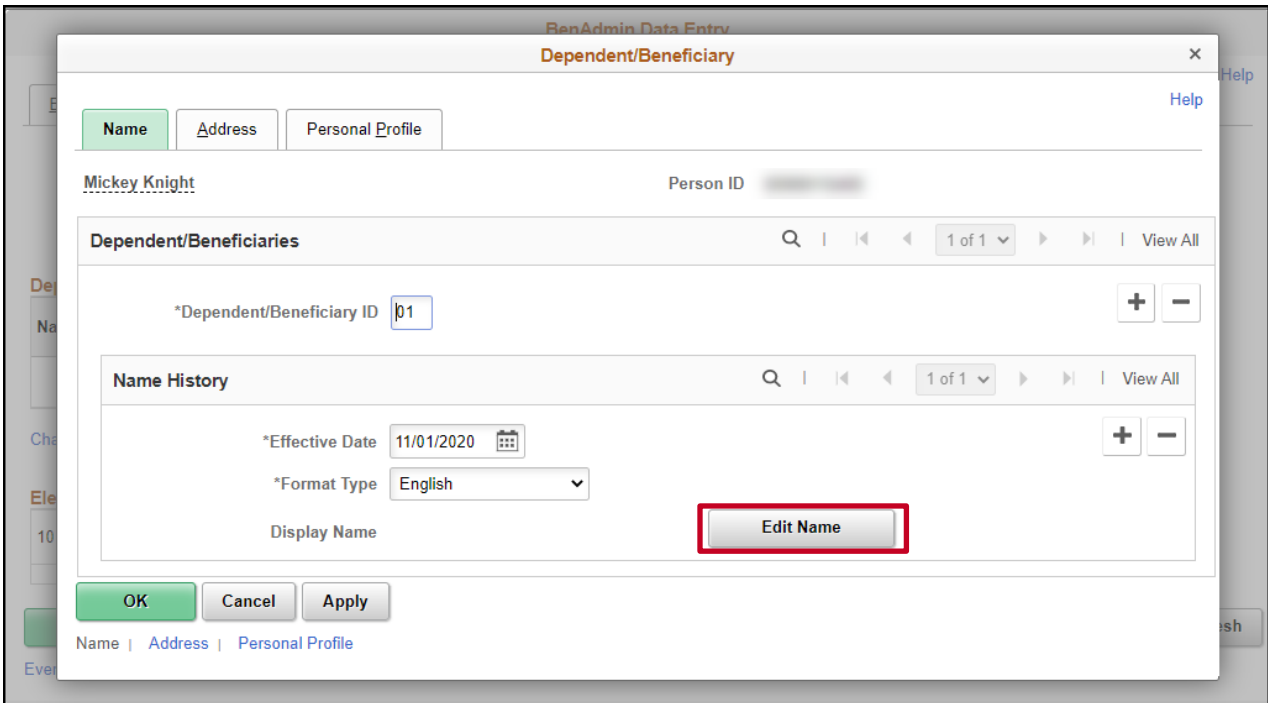
10	Medical	Enroll Dependents
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OK Cancel Apply Refresh

Event / Participant Selection | Option Election | Dependents / Beneficiaries

15. Click on the **Change/Add Dependent Data** hyperlink.

The **Dependent Information** page displays.

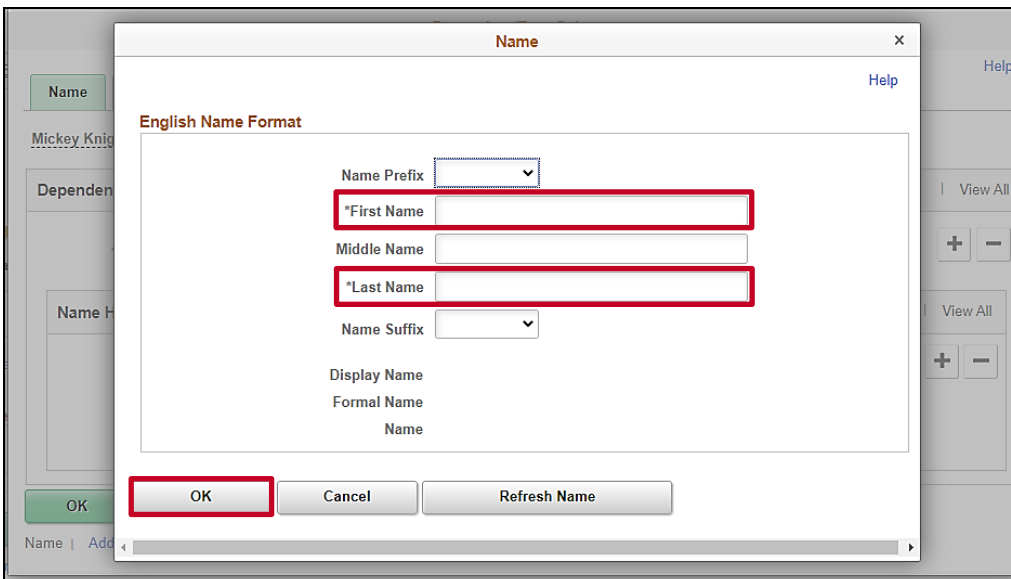


The screenshot shows the 'Dependent/Beneficiary' form. At the top, there are tabs for 'Name', 'Address', and 'Personal Profile'. The 'Name' tab is selected. Below the tabs, the name 'Mickey Knight' and a 'Person ID' are displayed. A section titled 'Dependent/Beneficiaries' contains a search bar and a list of dependents. One dependent is listed with a '*Dependent/Beneficiary ID' of 01. Below this, a 'Name History' section shows a table with columns for '*Effective Date' (11/01/2020) and '*Format Type' (English). The 'Display Name' field is empty. The 'Edit Name' button is highlighted with a red box. At the bottom, there are 'OK', 'Cancel', and 'Apply' buttons.

Note: Confirm that the effective date of the Dependent/Beneficiary is on or before the Event Date. Otherwise, the dependent will not display when they employee is trying to select the dependent for coverage on the Option Election page.

16. Click the **Edit Name** button.

The **Name** page pop up displays.



The screenshot shows the 'Name' form. The title is 'English Name Format'. It contains several input fields: 'Name Prefix' (a dropdown menu), '*First Name' (a text field), 'Middle Name' (a text field), '*Last Name' (a text field), and 'Name Suffix' (a dropdown menu). Below these fields are labels for 'Display Name', 'Formal Name', and 'Name'. At the bottom, there are 'OK', 'Cancel', and 'Refresh Name' buttons. The 'OK' button is highlighted with a red box.

17. Enter the **First Name** and **Last Name** of the dependent as indicated by the employee in the New Hire Benefit Enrollment Form.



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18. Click **OK**.

The **Dependent Information** page returns.

The screenshot shows a web application window titled "Dependent/Beneficiary". At the top, there are three tabs: "Name" (highlighted in green), "Address" (highlighted with a red box), and "Personal Profile". Below the tabs, the name "Mickey Knight" is displayed next to a "Person ID" field. The main content area is titled "Dependent/Beneficiaries" and contains a search bar, navigation icons, and a "1 of 1" dropdown. Below this, there is a section for "Name History" with a search bar, navigation icons, and a "1 of 1" dropdown. The "Name History" section contains the following fields: "*Dependent/Beneficiary ID" with the value "01", "*Effective Date" with the value "11/01/2020" and a calendar icon, "*Format Type" with a dropdown menu showing "English", and "Display Name" with the value "Lily Knight". There is an "Edit Name" button next to the "Display Name" field. At the bottom of the window, there are three buttons: "OK" (highlighted in green), "Cancel", and "Apply". Below the buttons, there are links for "Name", "Address", and "Personal Profile".

19. Click on the **Address** tab.



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The **Address** page displays.

Dependent/Beneficiary

Dependent/Beneficiaries

Mickey Knight Person ID [redacted]

Dependent/Beneficiary ID 01 Name Lily Knight

Address History

*Effective Date 11/01/2020

☐ Same Address as Employee Address Type [dropdown]

Address

Country USA United States

Address [text field]

Edit Address

Phone Information

Same As Employee	Phone Type	Telephone	Extension	Preferred
<input type="checkbox"/>	[dropdown]	[text field]	[text field]	<input type="checkbox"/>

20. Check the box next to **Same Address as Employee**.
21. Click on the **Personal Profile** tab.



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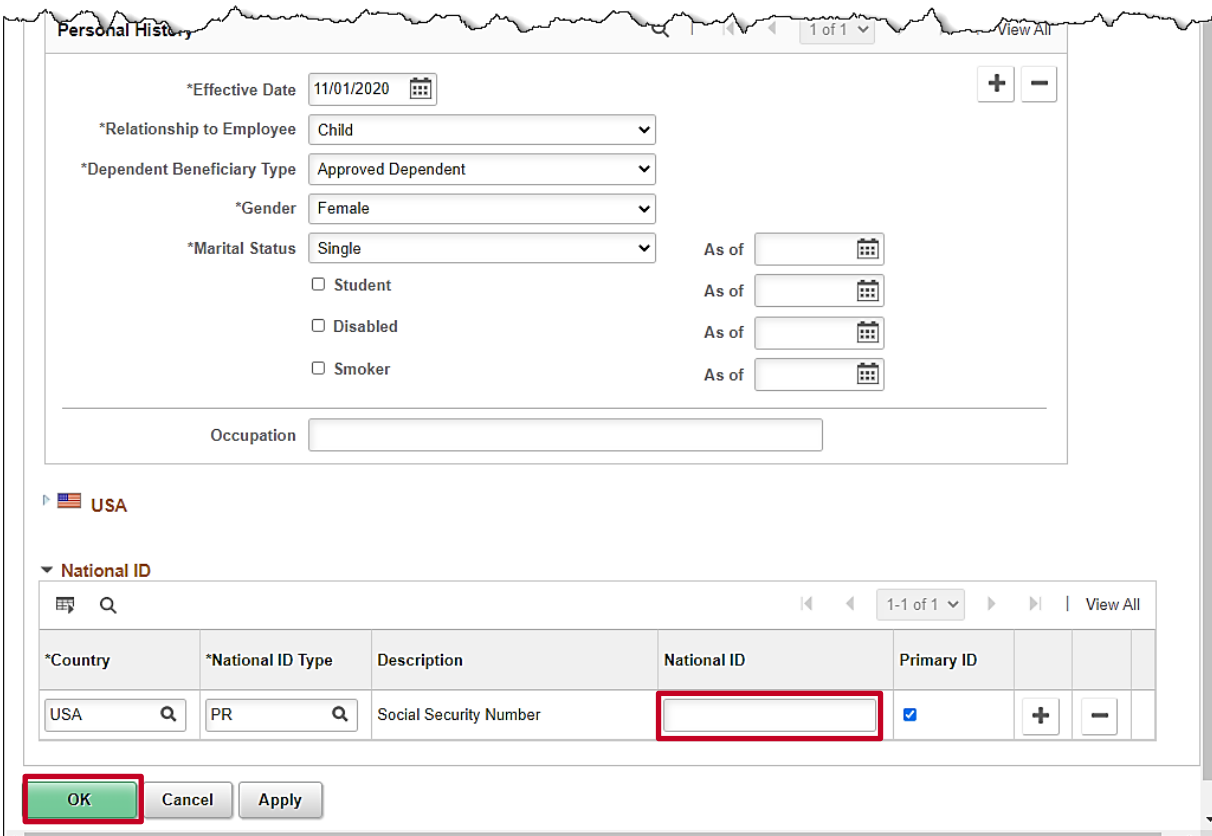
The **Personal Profile** page displays.

The screenshot shows the 'Dependent/Beneficiary' window with the 'Personal Profile' tab selected. The employee name is Mickey Knight and the Person ID is [REDACTED]. The dependent/beneficiary is Lily Knight with ID 01. The 'Date of Birth' field is highlighted with a red box. The 'Personal History' section is also highlighted with a red box, showing fields for *Effective Date (11/01/2020), *Relationship to Employee, *Dependent Beneficiary Type, *Gender (Unknown), and *Marital Status (Single). There are also checkboxes for Student and Disabled, and 'As of' date fields.

22. Enter the **Date of Birth** for the dependent.
23. Select **Child** from the drop-down menu next to **Relationship to Employee**.
24. Select **Approved Dependent** from the drop-down menu next to **Dependent Beneficiary Type**.
25. Select the **Gender** of the dependent.
26. Confirm the **Marital Status** is **Single** for the **Child** dependent.

Note: If any additional information was provided by the employee for the dependent, enter it on this page. The **Student** nor the **Smoker** checkboxes are utilized here.

The **National ID** section displays.



Personal History

1 of 1 View All

*Effective Date 11/01/2020

*Relationship to Employee Child

*Dependent Beneficiary Type Approved Dependent

*Gender Female

*Marital Status Single

As of

As of

As of

As of

Student

Disabled

Smoker

Occupation

USA

National ID

1-1 of 1 View All

*Country	*National ID Type	Description	National ID	Primary ID		
USA	PR	Social Security Number		<input checked="" type="checkbox"/>	+	-

OK Cancel Apply

27. Scroll down to **National ID** section and enter the **SSN** for the dependent.

Note: If the employee has not provided a dependent's SSN, the Agency BA can leave the field blank. However, when the SSN becomes available, the Employee or Agency BA should enter it as soon as possible. Dependent SSNs are necessary for accurate ACA reporting. As they do today, agencies should make at least three attempts at obtaining the dependents SSN. Agencies can use the **Base Benefits Consistency Audit** to monitor dependents missing an SSN.

28. Click **OK**.



The **Election Entry** page returns.

BenAdmin Data Entry

Event / Participant Selection | Option Election | **Dependents / Beneficiaries**

Schedule ID EM00 Employee ID Mickey Knight
Event ID 1 Event Data 11/01/2020 Initial Enrollment
Benefit Record 0 Excess Credit Rollover To Forfeit Excess Credits

Dependent/Beneficiaries Currently on Record

Name	Relationship to Employee	Dependent Beneficiary Type	Date of Birth
Knight, Lily	Child	Approved Dependent	02/02/2010

Change/Add Dependent Data

Elections Requiring Supplemental Information

10	Medical	Enroll Dependents
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OK Cancel Apply Refresh

Event / Participant Selection | Option Election | Dependents / Beneficiaries

29. Click on the **Change/Add Dependent Data** to add an additional dependent.

The **Dependent Information** page returns

Dependent/Beneficiary

Name | Address | Personal Profile

Mickey Knight Person ID

Dependent/Beneficiaries

*Dependent/Beneficiary ID 01

Name History

*Effective Date 11/01/2020
*Format Type English
Display Name Lily Knight

Edit Name

OK Cancel Apply

Name | Address | Personal Profile

30. Click on the “+” button next to Dependent/Beneficiary ID.



31. Repeat **steps 15 – 27**, using the new dependent information listed on the enrollment form submitted by the employee.

The **Election Entry** page returns.

The screenshot shows the 'BenAdmin Data Entry' window with the 'Option Election' tab selected. The page displays employee information and a table of dependents. The 'Option Election' tab is highlighted with a red box. The table 'Dependent/Beneficiaries Currently on Record' lists two dependents: Lily Knight and John Knight, both as 'Approved Dependents'.

Name	Relationship to Employee	Dependent Beneficiary Type	Date of Birth
Knight, Lily	Child	Approved Dependent	02/02/2010
Knight, John	Child	Approved Dependent	09/07/2012

[Change/Add Dependent Data](#)

32. Confirm both dependent are listed under **Dependent/Beneficiary Currently on Record** section.
33. Click the **Option Election** tab.



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The **Option Election** page returns.

BenAdmin Data Entry

Event / Participant Selection | **Option Election** | Dependents / Beneficiaries

Sched ID EM00 Empl ID Mickey Knight Ben Record 0 Event ID 1
Event Data 11/01/2020 Initial Enrollment Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options ③

Plan Type 10 : Medical

Option Code 16 COVA High Ded Plan + PrevDen (CHD) (Family)

Health Provider ID ☐ Previously Seen

Special Requirements

Dependents/Beneficiaries

Enroll All

Dependents/Beneficiaries

*ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
<input type="text"/>			<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>

34. Click on the magnifying glass under ***ID** field.

Note: To add dependents to **Plan Type 10: Medical** Family coverage you can either click on **Enroll All** or add them one by one individually. For this scenario, we will show how to add them one by one.

The **Dependent Look Up ID** pop up displays.

Look Up ID

Empl ID

Dependent ID begins with

Name begins with

Search Clear Cancel Basic Lookup

Search Results

View 100 1-2 of 2

Dependent ID	Name	Relationship to Employee
01	Knight, Lily	Child
02	Knight, John	Child



BN361 Completing a New Hire Enrollment

35. Click on the dependent you want to enroll in the medical plan benefits. In this example it would be the **Child** with **Dependent ID 01**.

The **Election Entry** page returns.

Available Plans and Options

Plan Type 10 : Medical

Option Code 16 COVA High Ded Plan + PrevDen (CHD) (Family)

Health Provider ID ☐ Previously Seen

[Special Requirements](#)

Dependents/Beneficiaries

Enroll All

*ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag	
01	Lily Knight	Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>	-
<div>+...</div>							

36. Click on the “+” button under *ID 01.

The **Election Entry** page refreshes.

Available Plans and Options

Plan Type 10 : Medical

Option Code 16 COVA High Ded Plan + PrevDen (CHD) (Family)

Health Provider ID ☐ Previously Seen

[Special Requirements](#)

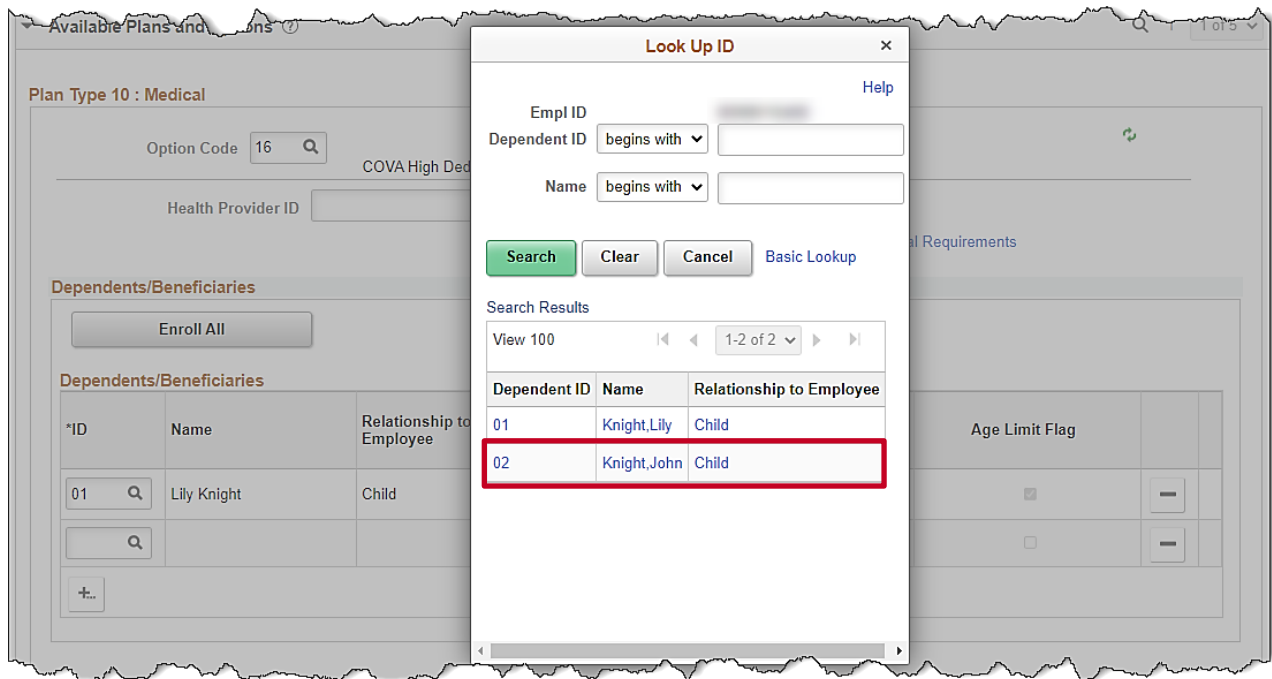
Dependents/Beneficiaries

Enroll All

*ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag	
01	Lily Knight	Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>	-
<input type="text"/>			<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>	-
<div>+...</div>							

37. Click on the magnifying glass under the listed dependent.

The **Dependent Look Up ID** pop up displays.



Look Up ID

Empl ID

Dependent ID begins with

Name begins with

Search **Clear** **Cancel** [Basic Lookup](#) [Help](#)

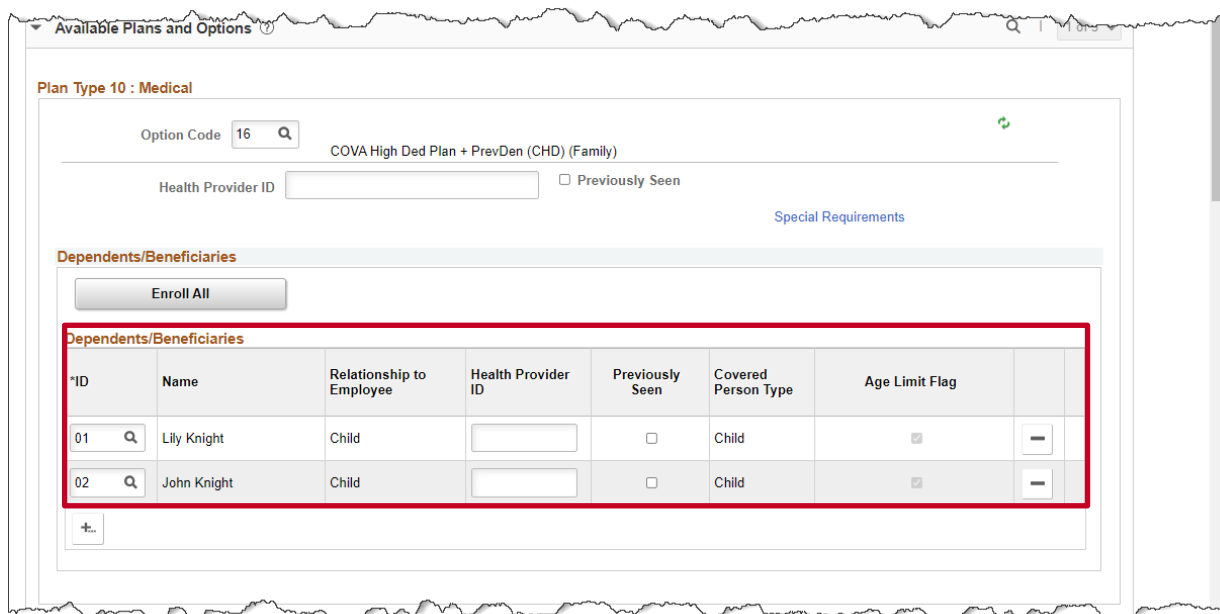
Search Results

View 100 1-2 of 2

Dependent ID	Name	Relationship to Employee
01	Knight,Lily	Child
02	Knight,John	Child

38. Click on the second dependent listed. In this example it would be the **Child** with the **Dependent ID 02**.

The **Election Entry** page returns.



Plan Type 10 : Medical

Option Code [COVA High Ded Plan + PrevDen \(CHD\) \(Family\)](#)

Health Provider ID ☐ Previously Seen [Special Requirements](#)

Dependents/Beneficiaries

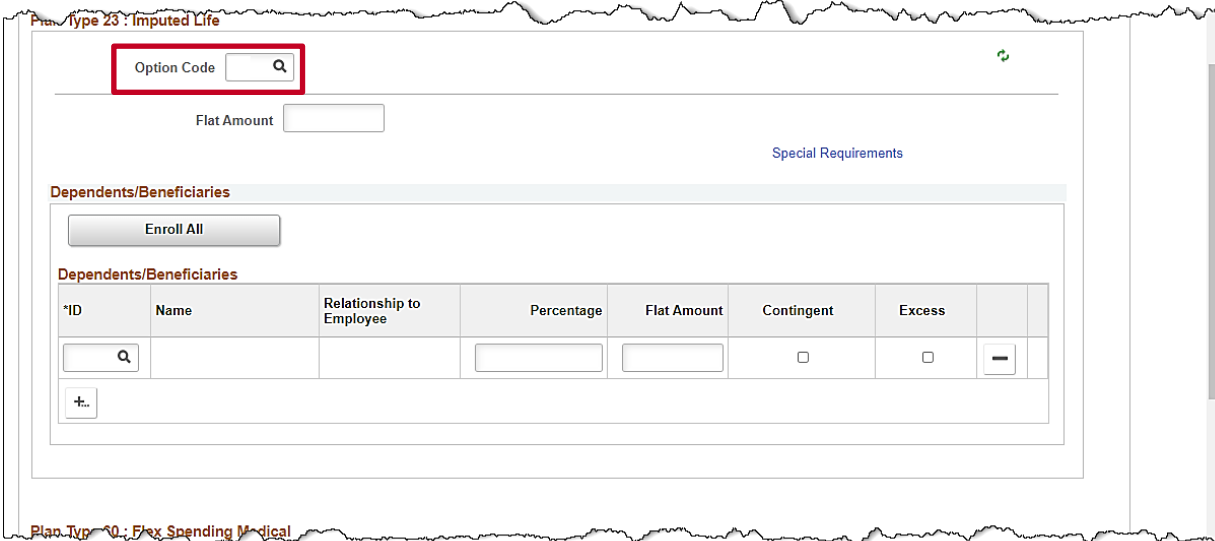
Enroll All

*ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
01	Lily Knight	Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>
02	John Knight	Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>

39. Confirm both **Child** dependents are listed under the **Dependent/Beneficiaries** section for **Plan Type 10: Medical**.

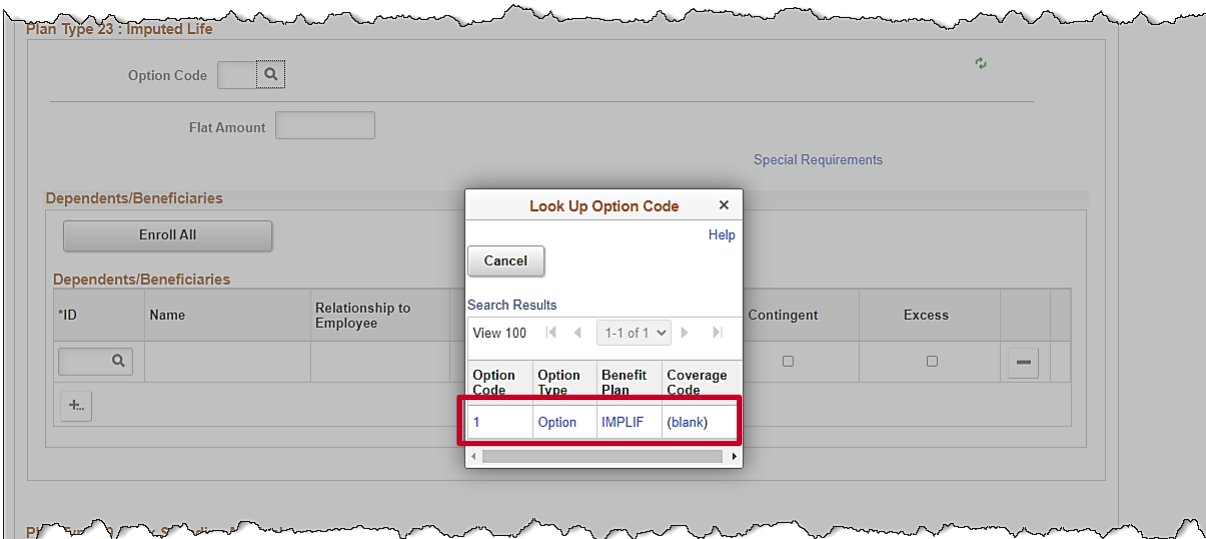
40. Scroll down to **Plan Type 23: Imputed Life**.

The **Plan Type 23: Imputed Life** section displays.



41. Click on the magnifying glass next to **Option Code**.

The **Look Up Option Code** pop up displays.



42. Click on **Option 1**.

Note: If Plant Type 23 is left blank the system will automatically elect **Imputed Life** for the employee.

43. Scroll down to **Plan Type 60: Flexible Spending Medical**.



The **Plan Type 60: Flexible Spending Medical** section displays.

Plan Type 60 : Flex Spending Medical

Option Code

Annual Pledge

Employee Contribution Override

► Contribution Worksheet ?

Special Requirements

Plan Type 61 : Flex Spending Dependent Care

Option Code

Annual Pledge

Employee Contribution Override

► Contribution Worksheet ?

Special Requirements

Plan Type AZ : Flex Spending Admin Fee

Option Code

Special Requirements

OK Cancel Apply Refresh

Event / Participant Selection | Option Election | Dependents / Beneficiaries

Note: The Plan Types available on the **Option Election** tab are determined by the employee's benefit eligibility. Cardinal has embedded configurations based on the Commonwealth's program rules.

44. Click on the magnifying glass under **Plant Type 60: Flex Spending Medical Option Code**. If the employee does not wish to enroll in Health Flex Spending proceed to 45.



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The **Look Up Option Code** pop up displays.

Option Code	Option Type	Benefit Plan	Coverage Code
1	Option	FLXMED	(blank)
W	Waive Optn	(blank)	(blank)

Note: If a plan type is left blank, the system will automatically waive that coverage unless it is a required plan (like imputed life.)

45. Click on **Option 1**.

The **Election Entry** page returns.

Plan Type 60 : Flex Spending Medical

Option Code Medical Flex Spending Account (FLXMED)

Annual Pledge

Employee Contribution Override Monthly

Contribution Worksheet

Use this worksheet to calculate the employee's desired Annual Pledge and Contribution Amount.

Annual Pledge	Contributions YTD	Pay Periods Remaining	Pay Period Amount	Employee Contribution
<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="16"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/> Monthly

Calculate

Open Protected Fields Open protected fields for change. (These fields are normally determined by the system).

Special Requirements

Plan Type 61 : Flex Spending Dependent Care

Option Code

Annual Pledge



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46. Input the **Annual Pledge** amount indicated by the employee for **Medical Flex Spending Account**. For this example, we will elect \$200 for the Annual Pledge.

Note: The Benefit Administrator can input the Pay Period Amount in the Contribution Worksheet and click on **Calculate** to determine what the annual pledge would be. Once determined, the BA must enter the **Annual Pledge** amount above under Option Code.

The **Plan Type 61: Flexible Dependent Care** section displays.

Plan Type 61 : Flex Spending Dependent Care

Option Code

Annual Pledge

Employee Contribution Override

► Contribution Worksheet ?

Special Requirements

Plan Type AZ : Flex Spending Admin Fee

Option Code

Special Requirements

OK Cancel Apply Refresh

Event / Participant Selection | Option Election | Dependents / Beneficiaries

47. Scroll down to **Plan Type 61: Flex Spending Dependent Care**. For this scenario, the employee has elected to **Waive** the coverage for **Plan Type 61**. The field can be left blank, and the system will automatically waive this coverage.

The **Plan Type AZ: Flex Spending Admin Fee** section displays.

Plan Type 61 : Flex Spending Dependent Care

Option Code

Annual Pledge

Employee Contribution Override

► Contribution Worksheet ?

Special Requirements

Plan Type AZ : Flex Spending Admin Fee

Option Code

Special Requirements

OK Cancel Apply Refresh

Event / Participant Selection | Option Election | Dependents / Beneficiaries



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48. Scroll down to **Plan Type AZ: Flex Spending Admin Fee**.
49. Click on the magnifying glass under **Plan Type AZ: Flex Spending Admin Fee Option Code**. If the employee has not elected to participate in Health or Dependent Care FSA, skip this step.

The **Loop Up Option Code** pop up displays.

Option Code	Option Type	Benefit Plan	Coverage Code
1	Option	FLXFEE	(blank)
W	Waive Optn	(blank)	(blank)

Note: If the employee has elected a Flex Spending Medical amount, the Flex Spending Admin Fee must be elected as well. If the BA forgets to elect the Fee, the system will give them an error.

50. Click on **Option 1** since the employee has elected an annual pledge amount for **Flex Spending Medical**.

The **Election Entry** page returns.



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Plan Type 61 : Flex Spending Dependent Care

Option Code

Annual Pledge

Employee Contribution Override

► **Contribution Worksheet** [Special Requirements](#)

Plan Type AZ : Flex Spending Admin Fee

Option Code Flex Spending Admin Fee (FLXFEE) [Special Requirements](#)

[Event / Participant Selection](#) | [Option Election](#) | [Dependents / Beneficiaries](#)

51. Once all benefits have been elected, Click **OK** to return to the On Demand Event Maintenance page.

The **On-Demand Event Maintenance** page returns.

Benefits Administrator

On-Demand Event Maintenance

Mickey Knight Person ID Ben Record 0

Activity Date Source Empl Record 0

Pending Activities 0 Action

Event ID 1 Event Date 11/01/2020 **Status Entered** Class HIR

Event Status Open for Processing

Run Date

Frequency
☒ Deduction Frequency ☐ Annual Frequency

Entered 4 of 5

Validate/Finalize Errors 0 ☐ Finalize/Apply Defaults

Run Date

Process Indicator Normal Processing

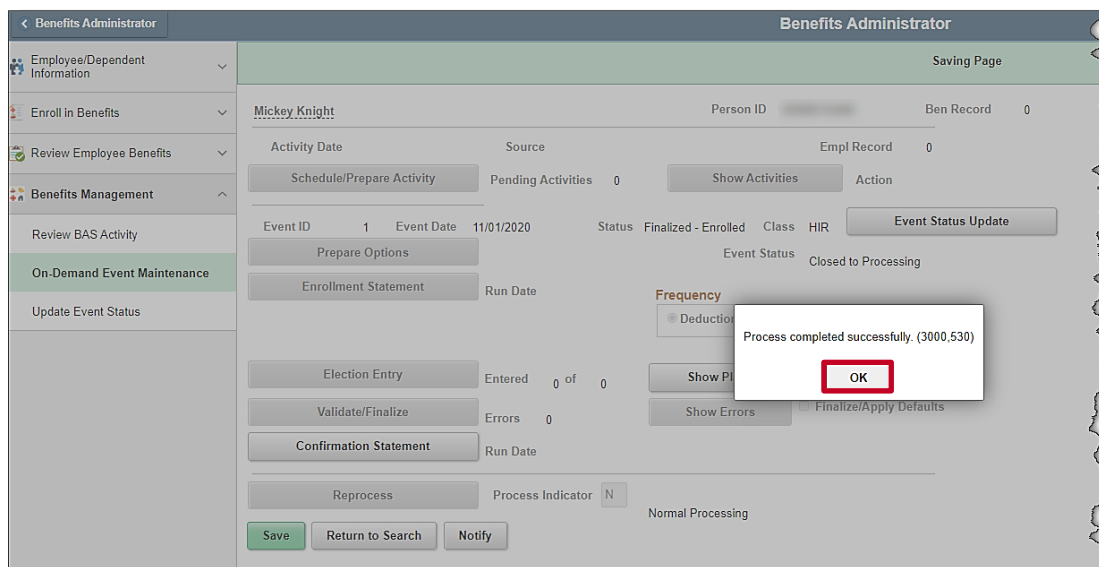
52. Confirm the **Status** is **Entered**, and the **Event Status** is **Open for Processing**.

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53. Click on **Validate/Finalize** button to validate elections, close the event, and update the Base Benefits Tables.

Note: Once the event has been finalized, you will receive a message indicating that the process has completed successfully.

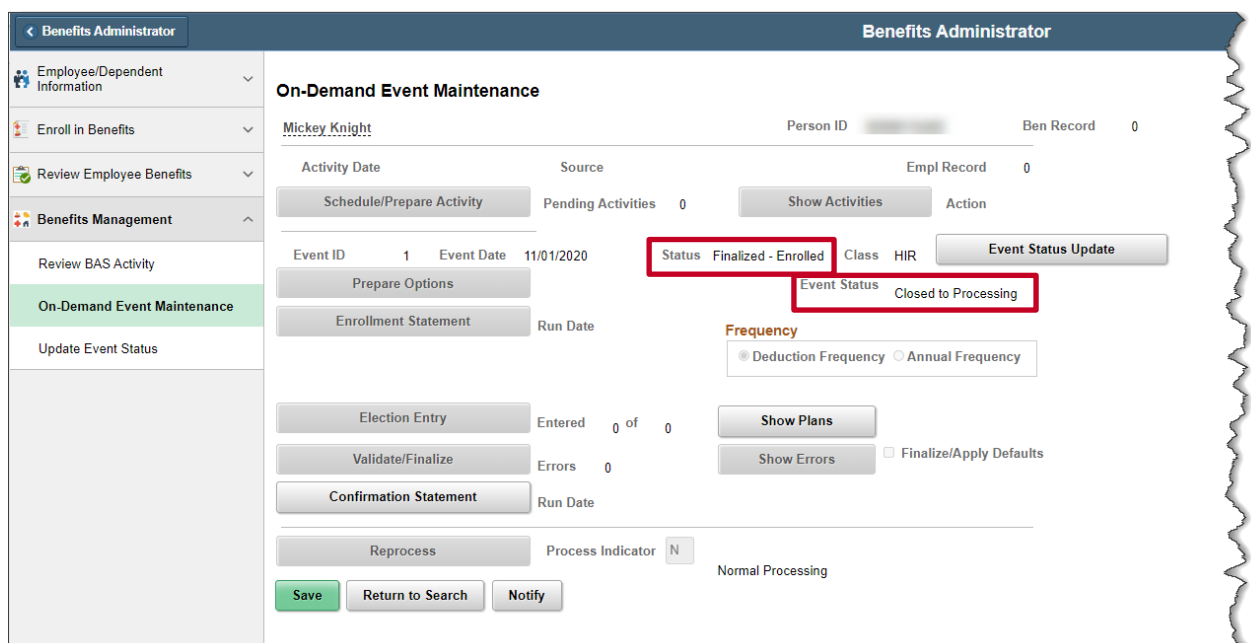
The page refreshes with the following pop-up window.



The screenshot shows the 'Benefits Administrator' interface. A pop-up window is displayed in the center with the text 'Process completed successfully. (3000,530)' and an 'OK' button. The background interface shows the 'On-Demand Event Maintenance' page for Mickey Knight, with various buttons and fields for managing the event.

54. Click **OK**.

The **On-Demand Event Maintenance Page** returns.



The screenshot shows the 'Benefits Administrator' interface with the 'On-Demand Event Maintenance' page. The 'Status' field is highlighted with a red box and contains the text 'Finalized - Enrolled'. The 'Event Status' field is also highlighted with a red box and contains the text 'Closed to Processing'. The page includes various buttons and fields for managing the event.

55. Confirm the **Status** is **Finalized – Enrolled** and the **Event Status** is **Closed to Processing**.